

Barnard College  
Office of the Registrar  
**APPLICATION FOR AN INCOMPLETE**  
Spring 2020

Please complete the form below if you are requesting an extension on completing coursework for a Spring 2020 class. If you are requesting an extension for only the final exam, you should complete the Deferred Exam form instead.) Keep one copy for yourself (you will need instructions for submitting your work— please take your copy with you at the end of the semester), give one copy to the instructor, and return the other copy, signed by the instructor, to the Registrar's Office.

\_\_\_\_\_

Name	Barnard ID	Ant. Graduation date	Email
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*Course for which the extension is required:*

Example:

<i>PSYC-BC1001-01</i>	<i>INTRO TO PSYCHOLOGY</i>	<i>E'METT MCCASKILL</i>
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Course Number	Course Title	Instructor name
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Type of work: \_\_\_\_\_ -- **DO NOT USE THIS FORM FOR DEFERRED FINAL EXAM.**  
(e.g., term paper, midterm, labs)

Reason for Extension:

\_\_\_\_\_

\_\_\_\_\_

To receive credit for courses recorded as 'I' (the usual Incomplete option):

- a. Give paper **directly to your instructor** by the date arranged with your instructor. TO SECURE A GRADE, FILE A **WORK COMPLETED FORM** WITH THE REGISTRAR.
- b. If you do not complete the work due by September 8, 2020, or BEFORE AN EARLIER DEADLINE SET BY THE INSTRUCTOR, you will receive a grade based on the work you did complete with the missing work averaged in as zero.

## AGREEMENT

I fully understand the responsibilities implicit in my decision to apply for this **INCOMPLETE**, and I understand the risks involved, specifically that:

- (1) credit for this course **may be forfeited** if the instructor cannot be reached for the letter grade that would grant me this credit;
- (2) it is **my responsibility and obligation** to notify the Office of the Registrar, by completing the appropriate form, on the date that the missing work has been submitted to the instructor, and that failure to comply will result in the conversion of the "I" in accordance with the rules on the front of this form.

\_\_\_\_\_

Date

\_\_\_\_\_

Student's Signature

**NOTE: YOU ARE URGED FOR YOUR OWN PROTECTION TO KEEP A COPY OF YOUR PAPER. BELOW TO BE COMPLETED BY THE INSTRUCTOR *ONLY***

\_\_\_\_\_

Date work is due (**must be specified by the instructor**)

If this date is not met, the grade will be recorded as indicated in 2(b) on the reverse side.

(**Instructor:** The date you specify is the student's final deadline. All work must be in by this date -- and no later than September 8, 2020).

\_\_\_\_\_

Instructor's Name (please print)

\_\_\_\_\_

Instructor's Signature

\_\_\_\_\_

Department and Building

\_\_\_\_\_

Mail Code (CU only)

\_\_\_\_\_

E-mail address